YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution　　　　　RAJA RAMMOHUN ROY MAHAVIDYALAYA

- Name of the Head of the institution　　Dr. Dipak Bhargava

- Designation　　Principal

- Does the institution function from its own campus?　　Yes

- Phone no./Alternate phone no.　　03211266221

- Mobile no　　7029680472

- Registered e-mail　　principal.rrrm@gmail.com

- Alternate e-mail　　iqac.rrrm@gmail.com

- Address　　Radhanagar, P.O- Nangulpara, DIST- Hooghly

- City/Town　　Khanakul

- State/UT　　West Bengal

- Pin Code　　712406

2.Institutional status

- Affiliated /Constituent　　Affliated

- Type of Institution　　Co-education

- Location　　Rural

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University   **The University of Burdwan**

- Name of the IQAC Coordinator   **Surajit Gupta**

- Phone No.   **9836347048**

- Alternate phone No.   **03211266221**

- Mobile   **7029680472**

- IQAC e-mail address   **iqac.rrrm@gmail.com**

- Alternate Email address   **principal.rrrm@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://www.rrrmahavidyalaya.edu.in/uploads/AQAR-2022-23_UPDATED.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://www.rrrmahavidyalaya.edu.in/uploads/RRRM%20Academic%20Calendar_2023-24.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**INSTITUTIONAL SCORE 77.30**	**2007**	**31/03/2007**	**30/03/2012**
Cycle 2	**B**	**2.23**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC   **25/05/2007**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**Nil**	**Nil**	**Nil**	**NIL**

8.Whether composition of IQAC as per latest   **Yes**

NAAC guidelines

- Upload latest notification of formation of IQAC — View File

9.No. of IQAC meetings held during the year   **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report — View File

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. IQAC encouraged and permitted faculties members to participate in Orientation Program, Refresher Course Faculty Development Program and Short-term Course during the current year through online mode.

2. Initiative was taken by the IQAC to go for MOUs with different higher education institution.

3. IQAC has taken the initiative for the preparation of reports for AISHE, NIRF and NAAC.

4. IQAC initiated add on courses as per Burdwan University Guidelines.

5. IQAC took initiatives for building up a central computer lab the Shantimohan Roy Memorial building.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Incremental & CAS benefits for staff members	Necessary papers submitted with the competent authority and successfully completed.
Infrastructural Maintenance	Maintenance of Building done.
To create and awareness of Physical fitness among the students	Self Defence Certificate course is being continued
Encourage faculty members to Pursue research activity	Faculty members published articles in various journals.
To conduct Health camp Successfully done	Successfully done
To encourage students to pursue higher education	Many of the students went for higher education in different subjects.
Strengthening of ICT	In addition to conducting a large number of classes in virtual classrooms, several computers have been repaired by the College to strengthen up ICT facility.
Special Lecture on various topics	Successfully conducted.

13. Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
The Governing Body	04/09/2024

14. Whether institutional data submitted to AISHE

Part A
Data of the Institution

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• Name of the Head of the institution	Dr. Dipak Bhargava
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• Does the institution function from its own campus?	Yes
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• Alternate e-mail	iqac.rrrm@gmail.com
• Address	Radhanagar, P.O- Nangulpara, DIST- Hooghly
• City/Town	Khanakul
• State/UT	West Bengal
• Pin Code	712406
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• Name of the Affiliating University	The University of Burdwan
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• if yes, whether it is uploaded in the Institutional website Web link:	**https://www.rrrmahavidyalaya.edu .in/uploads/RRRM%20Academic%20Ca lendar_2023-24.pdf**

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Institutional/Dep artment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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• Upload latest notification of formation of IQAC	[View File]()

9.No. of IQAC meetings held during the year	4	
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- Name of the statutory body

Name	Date of meeting(s)
The Governing Body	04/09/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	20/02/2024

15.Multidisciplinary / interdisciplinary

Raja Rammohun Mahavidyalaya, under the aegis of the University of Burdwan promotes interdisciplinary courses to foster holistic development of the students. In accordance with the latest academic traditions all over the world, this college also endeavors to immerse students in a vast, borderless realm of knowledge where diverse subjects seamlessly intertwine, enrich and elevate one another. For instance, literature can hardly be appreciated without reference to history, politics and sociological theories. Such eclecticism has become prevalent across all subjects and disciplines in recent times, making it impossible to teach any subject in isolation. Therefore, with the adoption of the NEP 2020 effective from the academic year 2023-2024, the tradition of interdisciplinary learning will persist, in alignment with new guidelines.

16.Academic bank of credits (ABC):

The institution adheres to the rules set forth by its affiliating university in terms of academic practices. So, the Academic Bank of Credits, an initiative of the National Education Policy 2020, has been embraced by the college following its mother university for flexible learning opportunities. The college encourages the students to get registered in digi-locker portal and has developed a "National Academic Depository Cell" with a Nodal officer to monitor the entire process.

17.Skill development:

Raja Rammohun Roy Mahavidyalaya has successfully reacted to the National Education Policy's emphasis on the value of skill development by offering skill-oriented educational programs to all of its students. To improve students' talents and better prepare them for the demands of the professional world, a specific curriculum that emphasizes communication and soft skills has been developed among these offers. In the first year of undergraduate study, the institution also provides a fundamental computer course to the willing students according to CBCS curriculum, acknowledging the importance of technological knowledge in the modern world. Students get the necessary technical abilities from this early exposure to keep up with the quickly changing technology scene. Our college incorporates experiential learning and vocational training into its programs. In order to support internships, create seminars, and set up skill-development programs that meet market demands, Authority is eager to collaborate with industry. It makes sure that graduates

are well-rounded and prepared for a variety of job options by emphasizing soft skills, critical thinking, and problem-solving ability. The Career Counselling Cell of Raja Rammohun Roy Mahavidyalaya organises frequent specialized career counselling program in addition to these fundamental services to assist students in acquiring employability skills and making sure they are ready to enter the employment market after graduation. Furthermore, the University of Burdwan-approved standard undergraduate and graduate courses easily include skill development. As a result, through its value-added programs, the institution not only guarantees that students have a well-rounded education but also supports and encourages their quest for new talents.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Raja Rammohun Roy Mahavidyalaya grasps why it must encompass the Indian Knowledge System into the curriculum in order to give students a better understanding of the nation's rich cultural and linguistic legacy as well as the significance and worth of the diversity and breadth of traditional Indian knowledge systems. In keeping with the institution's commitment to providing education in an inclusive manner, all courses, aside from those that exclusively teach languages such as Bengali, English and Sanskrit are taught in a bilingual format (utilizing both English and Bengali), even though English serves as the main language of instruction. Furthermore, instructors make additional efforts to explain concepts in vernacular language whenever feasible. They also provide supplementary materials and reading resources in the local language to assist students who opt to take their examinations in Bengali. The college features several language and literature departments, including Sanskrit, Bengali, and English, that provide comprehensive programs focusing on the language, literary heritage, and traditions of our nation. Additionally, the college offers various add-on courses on rich heritage of India which are open for students from any field to enrol. Yoga sessions are organized for both students and staff, as a healthy mind in a healthy body fosters the development of a 'value-adding' citizen.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Focus on Outcome-Based Education (OBE) Vision: To empower students with the knowledge, skills, and values necessary to become successful professionals and responsible citizens. Mission: To provide quality education that is relevant to the

needs of the 21st century, focusing on student-centric learning and measurable outcomes. Implementation: Curriculum Design: Alignment of curriculum with industry standards and employability skills. Teaching Methodology: Emphasis on active learning, problem-solving, and critical thinking. Assessment: Continuous assessment to track student progress and provide timely feedback. Industry Collaboration: Partnerships with industries to provide internships, guest lectures, and industry-relevant projects. Skill Development: Focus on developing transferable skills like communication, teamwork, and leadership. Outcomes: Increased student employability and placement rates. Improved student satisfaction and learning outcomes. Enhanced industry recognition and reputation of the college.

20.Distance education/online education:

Distance Education/Online Education Vision: To provide accessible and flexible education to a wider range of learners, irrespective of their location or background. Mission: To leverage technology to deliver high-quality education that is affordable, engaging, and effective. Implementation: Online Learning Platform: Development of a robust online platform with features like video lectures, interactive exercises, and online assessments. Faculty Training: Training of faculty on online teaching methodologies and the use of educational technologies. Student Support: Provision of technical support and academic guidance to online learners. Quality Assurance: Implementation of quality assurance mechanisms to ensure the quality of online education. Outcomes: Increased access to education for students from diverse backgrounds. Enhanced flexibility and convenience for learners. Improved student retention and completion rates. Development of a strong online learning community. Additional Considerations: NAAC Criteria: Align the points with the relevant criteria of the NAAC assessment framework. Data and Evidence: Support the points with relevant data and evidence, such as student feedback, placement statistics, and industry collaborations. Impact: Highlight the positive impact of these initiatives on the overall quality of education and the development of the college.

Extended Profile

1.Programme

1.1   32

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **2704**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2   **1188**

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	[View File](#)

2.3   **522**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **73**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **75**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**32**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**2704**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1188**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**522**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**73**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**75**

File Description	Documents
Data Template	**View File**

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**47**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**91.51950**
4.3 Total number of computers on campus for academic purposes	**28**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The curriculum in our College address the needs of the society by offering a) need-based, b) skill-based and c) innovative programmes to foster the quest for higher studies with social commitments. Regular curriculum revisions by involving industrialists, entrepreneurs, alumni and prominent members of civic society help address the developmental needs of the community at the local, regional, national and international levels.

Programme Specific Outcomes (PSOs) are spelt out in the Prospectus and on the college-website. Course Outcomes (Cos) are also distributed to the students.

The organization is dedicated to a network of devoted committees that are guided by teacher coordinators and conveners. These committees organize programs that support curriculum enrichment.

For the current academic year, the college is offering CBCS and NEP. Numerous committees are working to facilitate the implementation of the NEP. To make sure that committees and departments operate effectively, the officiating principal interacts with conveners/committees, administration, and other departments.

The college conducts orientation programs for students to guide them about the NEP course, available Library and Computer lab resources and instruct them about the mechanism of different programs.

Librarians of our Institution extended their services to the students and teachers through E-resources/Ebooks apart from issuing books as per normal routine. Our institution had taken initiative for the newly admitted students to make them familiar with the college campus life.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://www.rrrmahavidyalaya.edu.in/uploads/RRRM%20Academic%20Calendar_2023-24.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Institution implements the curriculum set by its mother university, the University of Burdwan in all its UG Courses. Thus we are bound to follow the Evaluation Process of The University of Burdwan. Our Institution conducts one Internal Assessment (I.A.) per semester. I.A. can be taken as Written Test, Home Assignment, Seminar, Laboratory Demonstration etc. College Examination Sub-Committee holds regular meeting to conduct the I.A. examination and takes a resolution to prepare the suitable time table for the I.A. examinations. Students are informed regarding the schedule and mode of examination through official notification and Whatsapp messages.

The Academic Calendar is created by our Institution before the start of each academic session. The academic calendar includes tentative dates for internal exams as well as other events like sports tournaments cultural contests, and commemorations of important national holidays. The academic calendar also includes

the probable dates for the final university exams for the semester. The academic calendar is displayed on college website for easy access to all the stakeholders of the college.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.rrrmahavidyalaya.edu.in/uploads/RRRM%20Academic%20Calendar_2023-24.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

19

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	<u>View File</u>
Institutional data in prescribed format (Data Template)	<u>View File</u>

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

15

File Description	Documents
Any additional information	<u>View File</u>
Brochure or any other document relating to Add on /Certificate programs	<u>View File</u>
List of Add on /Certificate programs (Data Template)	<u>View File</u>

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

441

File Description	Documents
Any additional information	<u>View File</u>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View File</u>

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution prescribes the syllabus issued by the University of Burdwan. The curriculum adopt an inclusive approach in which various courses provided by several departments address topics of Professional Ethics, Gender, Human Values, Environment, and Sustainability.

The fundamental understanding of the social science subjects—particularly Economics, Geography, and History—comes from an awareness of gender and environment. There are numerous portions of the syllabi for both the social science and language courses that emphasize human values and their proactive role in contributing to the development of civilization.

The issues of gender and human values are reflected through the syllabus components of English Honours. The issue of gender has been reflected through literary works e.g. novel, short stories, poems and such others.

While teaching students about the fundamentals of our natural existence, chemistry and physics make references to the environment and human values.

The Botany and Zoology courses give students the knowledge necessary to comprehend the intricacies of the environment and the necessity of sustainable development. These topics include the study of ecology and biology.

Students studying accounting are implicitly taught professional ethics through their curriculum. Additionally, all students are required to participate in Environmental Studies, a program that emphasizes sustainability and the environment.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

16

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

79

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

E. None of the above

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.rrrmahavidyalaya.edu.in/uploads/1.4.2%20Students%20feedback%202023-24.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1281

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

556

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Being an affiliated college of The University of Burdwan during

the academic year of 2023-2024 the students are admitted in various Major courses in the Mahavidyalaya by following the rules and regulations of The University of Burdwan, and the Department of Higher Education of Govt. of West Bengal. Our institution is veryinsightful about the fact that all students do not have the same level of academic competence or aptitude. In our Mahavidyalaya students mostly are first generation learners and come from the rural background, having obvious differences in their learning levels and communicative skills. Our Mahavidyalaya generally take up the following measures to identify the advanced and slow learners.

Arrangement for Slow Learners:

- Our Faculty members assistthe slow learners through proper motivational counselling at personal level.
- To increase the learning ability of the slow learners they had been paired up with some good performers.
- Regular Class Tests on pre informed topics and subsequent discussions on the results.
- Faculty members help the slow learners by means of the support of extra classes outside the normal routine.

Arrangement for Advanced Learners:

- Our faculty members encourage the advanced learners by promoting them to participate in students' seminars, assignments and peer group discussions.
- Advanced learners are encouraged to make poster and PPT presentations.
- The advanced learners are motivated and guided to follow more advanced books and articles for wider knowledge.

File Description	Documents
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/intake_capacity.php
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1281	71

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Being an affiliated college of The University of Burdwan, we had followed its approved curriculum. For the holistic upliftment of the students Raja Rammohun Roy Mahavidyalaya has tried to promote experiential learning, participative learning and problem-solving methodologies amongst students. As far as possible by following the curriculum of The University of Burdwan our students are provided with both the conventional and modern sophisticated methods to implement the above mentioned approaches.

Experiential and Participative Learning :

- **In the subjects of Science and some of the Humanities departments' excursions and field trips were undertaken.**
- **Facultymembers of the academic departments as a mentor take their students to the library to help them choose their books and advise them to read the relevant portions of reference books.**
- **Career counselling sessions for the students were undertaken by the college.**
- **Wall Magazines are published by various Departments.**

- **The departments organize student centric seminars to update them and induce the capability of critical thinking in them.**
- **The collaboration of the faculty members and the students help the latter to solve complex problems through proper analysis.**
- **Organizing Special & Distinguished Lectures.**

Problem solving methodologies:

- **Practical classes (laboratory) are made compulsory in the curriculum in several subjects.**
- **To make the students understand the theoretical concepts in the subjects like Physics and Computer Science students are motivated to use simulation and mathematical tools.**

- **Assignments are given to the students and it has been evaluated by the faculty members of different academic departments.**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://drive.google.com/drive/folders/10IY7Fye5e9Mx8y-MkGH3WblWxopRCwyW?usp=sharing

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

For a rural college like us the conventional teaching methods are well complemented by the ICT-enabled tools. The faculty members of our Mahavidyalaya along with the conventional teaching learning process uses the ICT enabled tools to make the learning process for the students more interesting and fruitful. The ICT enabled facilities include the followings:

- **The college has ICT enabled classrooms having laptops and projectors.**
- **The Mahavidyalaya is Wi-fi enabled which helps the faculty members and students to stay connected to the internet so that the updated information may be gained.**
- **The Mahavidyalaya uses the ICT-enabled tool for the delivery of the course content including power-point presentation, you-tube presentation.**
- **The Mahavidyalaya has an INFLIBNET subscription.**
- **Library uses the KOHA Library-Management software for books' circulation management & N-LIST for E-Resources)**
- **Online Public Access Catalogue (OPAC) is maintained and can be accessed.**
- **Adequate numbers of Desktops & Printers for the departments and the offices are there.**
- **Use of Social Media Platforms like What's App Groups by the different departments for the sharing of information and study materials.**
- **College website provides access to reputed Online Open-source E-Learning Resources like National Digital Library and others.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

71

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

73

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

29

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

766

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Being an affiliated college under The University of Burdwan, we have to abide by the endsemester assessment pattern as laid out by The University of Burdwan.

- **The Mahavidyalaya has the Centre Committee and the Academic Affairs Committee for jointly and systematically conducting the internal examination & University examination.**
- **Internal assessment related circulars are circulated among the faculty members, students and the administrative staff and also being displayed on the college website for the students as well as for the staff.**
- **Methods of evaluation are decided in departmental meetings based on feedback taken from students.**
- **One internal examination is held per semester.**
- **As a part of the self-evaluation for the students the**

college shows the internal examination answer book after the evaluation.
- Oral question answer sessions and class tests are also conducted as part of the internal assessment process.
- The attendance record is also taken into consideration as a part of the Internal assessment.
- Records related to the attendance and evaluated answer books are maintained by the individual departments.
- The summary of the mark sheets is properly maintained by the academic committee.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://drive.google.com/drive/folders/10IY7Fye5e9Mx8y-MkGH3WblWxopRCwyW?usp=sharing

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

In connection with the Internal examination related grievances the Mahavidyalaya has developed a mechanism to deal with it. For maintaining complete transparency in the internal assessment rules and the regulation of the affiliating University is completely followed. If there is any kind of grievances of the students at all regarding the assessment of the internal examination the students are required to inform the principal, in writing, within specific dates. Based on the kind of grievances the Principal calls for the emergency meeting of the Grievance Redressal cell to redress it. The concerned faculty members of the respective department and others required for the redressal purpose are also invited in the meeting. Every point is carefully discussed and placed so that the academic career of the students may not get disturbed. Regarding end semester examination the students can apply for review of their answer sheet after depositing the stipulated fees of the University. There is no provision of review of the answer sheet of practical examination. Students can get their review results from the college. The above mentioned mechanisms are well informed among the students.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://drive.google.com/drive/folders/10 IY7Fye5e9Mx8y- MkGH3WblWxopRCwyW?usp=sharing

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

- **Being an affiliated college of The University of Burdwan, the college follows its syllabus. The Course Outcome (CO), Programme Outcome (PO) and Programme Specific Outcomes (PSOS) are provided in the syllabus of the affiliating University. However, the different academic departments of our Mahavidyalaya have made the CO, PO and PSOS more easily understandable for the students.**
- **The Course Outcome (CO), Programme Outcome (PO) and Programme Specific Outcomes (PSOS) for all the academic programmes offered by our Mahavidyalaya are perfectly displayed on the college website and being communicated to the students by the faculty members of each academic departments at the beginning of the academic session.**
- **Faculty members are very much aware of the Course Outcome (CO), Programme Outcome (PO) and Programme Specific Outcomes (PSOS) as they themselves prepare the documents as per the syllabus of the affiliating University.**
- **The faculty members put their all out efforts to imbibe the knowledge and a sense of adaptability among the students as per the requirement of different subjects Course Outcome (CO), Programme Outcome (PO) and Programme Specific Outcomes (PSOS).**
- **The students are also motivated to share their thoughts and different ideas successfully with their respective subjects' faculty members. Students are encouraged to participate in various departmental, cultural and extension activities.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.rrrmahavidyalaya.edu.in/uploads/Course%20Outcome.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

As our Mahavidyalaya being affiliated to The University of Burdwan therefore for the academic programmes offered in our Mahavidyalaya, follows the well defined syllabus of the affiliating University.

- The first and foremost priority of our Mahavidyalaya for the attainment of the Programme outcomes and course outcomes is to ensure the completion of the syllabus of the respective academic programmes. The total process is being executed jointly by the IQAC, Academic committee & the academic departments.
- The attainment of course outcome of the students is measured by the end semester examination results of the affiliating University. It is also assessed by the formative assessment like Viva Voce, Student Seminar, practical experiment, field study and projects.
- The attainment of Programme Specific Outcomes (PSOS) of the students is measured by their progression to Higher Education.
- The placement of our students in different organizations also helps us to analyze the attainment of Programme outcomes.
- The analysis of the students' feedback report serves as the most valuable information regarding the relevance of the Programme outcome (PO) and the Course Outcome (CO).

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.rrrmahavidyalaya.edu.in/course_offered.php

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

522

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://drive.google.com/drive/folders/1pYQOPHQnghOJcKNVlqOnz8gt-5ZcBHSb

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.rrrmahavidyalaya.edu.in/uploads/1.4.2%20Students%20feedback%202023-24.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	[View File](#)

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

For enhancing learning experiences the faculty members adopt

many ways, for example lecture method, interactive method, project and field work method, computer assisted method, experiment method etc. Teaching and learning activities are made effective by these practices. Many teachers use the conventional black board presentation methods. Several teachers use power point presentations and computer based materials.

Project methods: The project work stimulate students interest on the subject and provide student an opportunities of freedom of thoughts and free exchange of different views. Field Study: Field Study is a general method for collecting data about users, user needs, and product requirements that involves observation and interviewing. Our zoology department visited apiculture firm along with faculties and students. Students learnt from this firm persons how to made beehive maintaining proper ambient conditions. Students learn the mating principles of honey bees. After collecting honey from beehive they were transported for the commercial purposes. Observation may be either direct, where the investigator is actually present during the task, or indirect, where the task is viewed by some other means like a video recorder set up in an office.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

3

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The three NSS Units of Raja Rammohun Roy Mahavidyalaya in coordination with the National Cadet Corps (NCC) of our Mahavidyalaya had organized a colourful Independence Day Programme in the college campus along with a plantation programme in the surrounding rural areas of the college under the aegis of 'Meri Maati Mera Desh' a nationwide campaign, 'Azadi ka Amrut Mahotsav', 'G20' and 'Shikshit Bharat' on the occasion of 77th Independence day on 15th of August, 2023. The college building was properly illuminated as a part of the celebration

The celebration started with the hoisting of the Tricolour, our National flag by the Honourable President of the Governing Body, along with the Principal of the college. It was accompanied by singing of National Anthem by the students NCC cadets and the volunteers of the three units of the NSS. Moreover as per the guidelines of the programme the NSS units has to create "Amrut Vatika" with the plantation of 75 saplings inside the college campus and in the surrounding rural areas. The Programme of creation of "Amrut Vatika" was commenced by the plantation of saplings.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	[View File](#)
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	[View File](#)

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

680

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Raja Rammohun Roy Mahavidyalaya has well-developed infrastructure to support both undergraduate and postgraduate programs. At present, the college offers only one postgraduate

course in Bengali.

The Main Building serves as a combined space for administrative offices and academic classrooms. It consists of 40 classrooms, including one that is equipped as a smart classroom. Another structure, known as the Shanti Mohan Roy Memorial Hall, houses the departments of Zoology, Botany, Computer Science, and Mathematics. Departments have access to white screens, projectors, and boards as needed.

For residential facilities, the college provides separate hostels for male and female students. Additionally, a three-story Teachers' Quarter is maintained in good condition. The library is well-stocked, and dedicated common rooms for boys and girls offer recreational opportunities. A gymnasium, under the supervision of the Department of Physical Education, is available for students to engage in physical exercise.

The college ensures a clean and healthy environment by maintaining hygienic restrooms and providing safe drinking water. Moreover, a WiFi hotspot is accessible within the campus.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/photo _gallery.php

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has its own well-maintained playground, located within the main campus. The Department of Physical Education provides necessary sports equipment for both indoor and outdoor games. This department is responsible for the regular upkeep and supervision of sports and recreational facilities. Additionally, the college gymnasium operates under the direct management of the Physical Education Department, where students have access to essential fitness equipment for basic physical training. Common rooms for both boys and girls are also equipped with indoor games to enhance recreational activities.

Cultural programs are an integral part of student life and are organized on special occasions such as the Freshers' Welcome, Annual Social Program, and Teachers' Day celebrations. Students actively participate in various cultural activities, often under the guidance of the NCC and NSS, during events like Republic Day, Saraswati Puja, Rabindra Jayanti, International Yoga Day, Independence Day, and several others.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/photo_gallery.php

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

16

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/album_details.php?albId=4
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

16.33811

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Raja Rammohun Roy library has a vast collection of nearly 35000 books. In order to modernize the library with the help of modern technology and software, KOHA integrated library management software has been installed and initiation has been taken for biographic data entry.OPAC (Online public access catalogue) service is also provided where the users can search the collection of books by title, author, publisher etc.

After receiving a new book in the library, it is accessed in the register and the bibliography data of this book is added in the KOHA software using a cataloguing model. All patron databases are entered just after registration of the first year students. The college library catalogue is available online on a 24 × 7 basis.

The library has also a well decorated reading space for students with a free Wi-Fi facility. A separate library webpage is created on the college website to update the happening and new activities of the library regularly.The library has an active membership of INFLIBNET, N-LIST consortia and provides 6000+ journals and 799500+ e-books for members.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	https://rrrm-opac.kohacloud.in/

4.2.2 - The institution has subscription for   C. Any 2 of the above

the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

9.85

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Raja Rammohun Roy Mahavidyalaya has two separate broadband connection; BSNL & Alliance Broadband Services distributed centrally to the entire campus at more than 100 MBPS with the scheme of monthly unlimited data. The students can also access Wi-Fi facility in the college campus. All the academic departments are equipped with computer, printer and broadband internet connection. The regular maintenance and up-gradation of computers and allied accessories is done by the local vendor as and when required. Some of the departments have LCD projectors. The M has its own information and communication committee, which guides us to upgrade different software as well as the antivirus from time to time. Under the purview of Information and communication committee the website of the college is updated to present online access of notices regarding admission form fill up, scholarship, exam related matters, and feedback collection etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/album_details.php?albId=4

4.3.2 - Number of Computers

36

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

38.84107

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Mahavidyalaya has well-defined policies in place for the upkeep of its facilities, including laboratories, the library, sports complex, computer labs, and classrooms. These policies cover both preventive and corrective maintenance to ensure smooth functioning. When academic resources are required, different committees submit proposals to the Principal with proper justification. These requests are then forwarded to the Governing Body for approval. Once approved, the proposals are sent to the Purchase Sub-Committee, which oversees procurement in accordance with the tender regulations set by the Government of West Bengal.

The college also has an Infrastructure and Development Sub-Committee responsible for proposing new physical facilities, renovating existing structures, and maintaining the overall infrastructure.

Regarding the library, librarians manage the acquisition of books, renew online resources, and ensure proper maintenance of the space. The library operates within fixed hours and follows well-defined borrowing policies. As part of routine upkeep, pest control measures are conducted annually.

In the area of sports, the Physical Education Department

supervises all sports equipment and facilities. The college also has its own gymnasium, which is managed by the same department to ensure proper use and maintenance.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/photo_gallery.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2491

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

695

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

143

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

143

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

9

File Description	Documents
Upload supporting data for student/alumni	*View File*
Any additional information	**No File Uploaded**
Details of student progression to higher education	*View File*

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

4

File Description	Documents
Upload supporting data for the same	*View File*
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	*View File*

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Following the statute of the University of Burdwan, the Students' Union is formed every year by the elected representatives from all the different classes. It has traditionally played a very constructive role in the welfare of the students.It safeguards the interest of both the students and the institution. The Students' Union of Raja Rmamohun Roy Mahavidyalaya always joins hands with faculty members and college administration to ensure the overall development of the college. Participation of students in the students' Union helps them develop organizational skills. But as per the government order no. 1116(19) Edn (u) 1u-111/14 dated November 26, 2015, the election to the students union has been kept in abeyance. Therefore, in this academic year i.e. 2023-2024 student union has not been formed.

However, selected students from various departments had organized the banners of the NSS/NCC/Physical Education/Cultural Sub-Committee to assist the authority in organizing various programmes such as Netaji's Birthday, Republic Day, Teachers' Day, Independence Day, Saraswati Puja, Annual Sports, Annual Cultural Programme, fresher's welcome etc. Also, Students' Week is celebrated in our college from 2nd January to 8th January every year with active participation of students from various departments as instructed by the Department of Higher Education, Government of West Bengal.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

2

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has a registered Alumni Association (Registration No. is 0039426 of 2023-2024 dated 10/11/2023), whose name is "RAJA RAMMOHAN ROY MAHAVIDYALAYA ALUMNI ASSOCIATION."The main objective of the association is to build up a strong bond between alumni, faculty members and students of the college. It acts as a bridge between the present and former students of the college. This academic year, within the limited resources, the association organized a blood donation camp. As well as, alumni hold meetings at various times, which help us maintain established alumni connections with the present students. Apart from this for academic development, some departments arrange motivational speeches by their alumni who are established in various fields of society.

File Description	Documents
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/alumni.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission of Ourcollege,mentioned in website focuseson contemporary priorities like innovation, inclusivity, and sustainability.

Vision Statement: To be a globally recognised institution of higher learning that fosters academic excellence, innovation, and leadership, empowering students to become socially responsible, well-rounded individuals who contribute positively to society and adapt to the challenges of the 21st century. To prepare the students to thrive in a highly competitive, globalised, and technological society. Being a college in a remote area, increasing the resources for the existing academic programmes is one of our prime focuses.

Mission Statement: Our mission is to provide a transformative education that nurtures critical thinking, creativity, and lifelong learning. Being a college located in Radhanagar of Hooghly District, a remote area of West Bengal, and named after the son of the soil who is also the father of Modern India's Renaissance and an educational reformer, Raja Rammohun Roy, we wholeheartedly strive to make Education accessible for all irrespective of caste, creed, religion, gender and economic status and also to make the quality education inclusive.

These statementsreflect ourpriorities addressing both academic goals and the broader social role colleges play in shaping future leaders and global citizens.

File Description	Documents
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/mission_vision.php
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

In our College administration, decentralization remains a part and parcel of institutional practice. It is evident astwo teachers and one representative of the nonteaching staff of the college are members of the Governing Body and are involved in every decision of the body. IQAC is constituted as per NAAC guidelines, which includes teaching, non-teaching and external members appointed by the Principal on approval of the Governing body. The bursar supervises the college financial matters, audit and utilization and disbursements of funds in the college. Senior most full-time faculty of each department are responsible for ensuring the smooth running of the departmental academic works in collaboration with the academic committee. All departmental faculties help to run the department smoothly. The Nodal Officer is responsible for collaborating with government agencies and civil authorities on behalf of the college. He/she acts as a Public relations Officer of the college.

All major decisions regarding development, infrastructure, financial management, academic affairs, admission, governance and administration are taken by the Governing Body in line with recommendations and suggestions of IQAC and various statutory and non-statutory sub-committees of the college.

File Description	Documents
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/administrative_committees.php
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our college had prepared the strategic planaligning with the rules and regulations of the affiliating University i.e. The University of Burdwan, the state Government & the UGC, Keeping in view of the implementation of NEP 2020. For 2023-24 the strategic plans as laid out by IQAC are

- **To increase teaching excellence in departments with optimal use of resources.**
- **To procure more laboratory equipment as per the newly introduced syllabus.**
- **To make the students more equipped with practical training and hands-on experience for the undergraduate level.**
- **To increase the percentage of students progressing to higher studies and jobs.**
- **To improve the teaching-learning methods based on feedback collected from stakeholders.**
- **To encourage research activities of the faculties. To construct/extend the building for classrooms and laboratories.**
- **To ensure Infrastructural growth in terms of classrooms, Laboratories, Books, Computers and instruments and use of ICT.**
- **To utilize alternating sources of energy, improve waste management practices and make a green college campus.**
- **To build more ICT-enabled smart classrooms.**
- **To execute MOUs/Linkages for faculty exchange for optimal utilisation of available resource persons in the college and neighbouring institutions and to improve the quality of teaching-learning**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/uploads/6.2.1%20Institutional%20Development%20Plan.pdf.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from

policies, administrative setup, appointment and service rules, procedures, etc.

The Mahavidyalayas'organogram in the website outlines its decentralized administrative structure, which is the result of collaboration between every stakeholder involved in achieving a shared goal.

GOVERNING BODY

The Governing Body being the highest body prepares different policies of the college. It has ten members including the President of the College nominated by the Government of West Bengal, the Secretary, the Principal being an ex-officio member, one nominee of West Bengal state council of Higher education, two nominees of affiliating University, three Teacher representatives, one Non-Teaching Staff Representative and one elected student member (right now not available).

ADMINISTRATIVE SET UP

The Principal is the Secretary (Ex-officio) and forms the nucleus of the administration. The Principal along with the IQAC Coordinator, Coordinators of PG and UG, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Conveners of various Committees coordinates and mobilizes the entire work process of the college.

THE FUNCTIONS OF VARIOUS BODIES

Different Committees are set up with teacher Conveners as head who are responsible to carry out the functions of their respective committees.

SERVICERULES, PROCEDURES, RECRUITMENT AND PROMOTION POLICIES

The Governing body appoints teaching and non-teaching staff as per the recommendation of the West Bengal College Service Commission. Service Rules and procedures are guided by the The University of Burdwan and the rules of the state government. The promotional policies for teachers are according to the Department of Higher Education, West Bengal as per UGC norms

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://www.rrrmahavidyalaya.edu.in/organogram.php
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution maintains a sound social atmosphere where teaching and non-teaching staff can persist in sound mental health thereby indirectly stepping towards developing an invisible welfare measure. The College undertakes various welfare activities like :

1. **General Provident Fund (GPF) with nomination and loan facilities West Bengal Health Scheme (WBHS) for all medical benefits Gratuity and Pension Scheme of Government of West Bengal after retirement**
2. **Child Care Leave and maternity leave for female teachers and non-teaching staff Residential Quarter facility in the college campus Paternity leave for male teachers Faculty Members are provided duty-on-leave to participate in orientation programmes, refresher courses, short term**

    courses, seminars, workshops and other professional development programmes.

3. Teaching and Non-Teaching Staff organizes tour, and sports activities for the staff. Health awareness programmes The College arranges free medical check-up facility fortnightly for all staff. Puja Advances:

4. The institution keeps a track record for providing Puja Advances to its non-teaching staffs to a maximum celling of Rs. 20,000/- which are refunded by the employees in ten equal instalments in the forthcoming months of the year and without any interest charged thereon. This welfare practice assists the employees to address their greater needs during the periods of urgent need.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

21

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Performance Appraisal System for teaching and non-teaching staff is followed as per the Government Guidelines. In pursuance to G.O. No. 920-Edn (CS)/5P-52/98 dated 31.12.12, Memo No.

ED-103/2013 dated 18.02.2013, Memo No. Ed-293/2013, 07.05.2013, and No. 361-Edn (CS)/5P-56/2017 dated 10.04.2017 and 1373-Edn (CS)/5P-52/98 dated 07.12.17 of the Government of West Bengal, the IQAC of the institution invites applications from the faculty members in the prescribed proforma, which are verified and checked by the IQAC and the Head of the Institution and then forwarded to the Screening/Selection Committee comprising of the Government Nominee and the Subject Expert(s) from the affiliating University. The Performance Appraisal System of nonteaching staff is followed as per the West Bengal Service Rules.

For non-teaching staff, UGC regulated career advancement scheme is not applicable. They are subject to promotion in their respective fields after a period of service not less than 10 and 20 years.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The account section of the college updates all the financial books after completion of each financial year. The information is intimated to the Higher Education department which engages a statutory auditor who audits and places the report after completion of auditing work. The completion of the audit solely depends on the engagement of the auditor which is not under the control of the college. At present, the financial accounts are finalized and completed up to 2023-24 and also been audited.

Regarding the Internal Audit System the Mahavidyalaya has a transparent and systematic financial management system. The institution routinely conducts internal audits for every financial year by competent chartered accountants with the help of qualified and experienced teachers from Dept. of Commerce, Bursar and the Principal. The GB-Finance which monitors the appropriate use of available funds of the college and the decision for the use of the fund to be approved by the Governing

Body.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Department of Higher Education of the Government of West Bengal is the main funding authority of the college. Funds also incurred from student admission of which half of the tuition fees have to be deposited to the Government through treasury. The rest of the amount is utilized to meet the academic and administrative requirements.

For efficient and optimum utilization of resources available, HODs are asked to provide their requirements at the beginning of the session to ensure maintenance and up gradation of laboratories, library, computing facilities, classrooms, equipment's and facilities. Subsequently, the Central Purchase Committee and Infrastructure Development Committee performs all processes such as inviting tender/quotations, preparing comparative statement and selection of vendors strictly following the Government Guidelines in all purchases. The Governing Body Finance and the Governing Body monitors effective

and efficient use of the available financial resources. The Bursar of the college looks after the day to day transactions and implements the decisions taken by the Finance Committee and the Governing Body. The Annual Budget of the college is prepared by the Bursar and is duly considered by the Finance Committee and the later referred to the Governing Body for final approval.

File Description	Documents
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/photo_gallery.php
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The role of IQAC is very important in the college's academic and administrative development.

Introduction of subject orientation program for fresher's who did not study the subjects and the new comers who are completely unaware of the NEP system education syllabus which introduced 2023-24 academic years.

For the purpose of developing additional skills of the students and equipping them for facing the emerging challenge in the job market, various departments of our institution have been introduced Add-On certificate courses during this year with great encouragement and support from the IQAC. 2 .During the academic year 2023-24, our Management has signed MOUs with a Mahavidyalaya and one other organization, with active support and necessary guidance from the IQAC. 3. The Academic Calendar for the session 2023-24 has been prepared jointly by the IQAC and the Academic Committee, maintaining strictly, the University guidelines in this regard and the same has been circulated to the students, well in advance, through notices and our college website. 4.Feedback from the students and all other stakeholders of the college has been collected and analyzedby the IQAC. Necessary measures have been taken by our Management on the recommendation of the IQAC.

File Description	Documents
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/academic_calendar.php
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC supervises the teaching-learning process by evaluating the suggestions of the teachers, staff and students of the college after regular intervals. Academic Sub-Committee and Examination Sub-Committee conducts meeting to take decisions on College Master Routine, Academic Calendar and Internal Assessment schedule. Class records are submitted by the teachers for evaluation of individual teacher performance. Methodologies of internal examination are discussed in the Meetings of Examination Sub Committee before being implemented as per instructions of the affiliating University.

File Description	Documents
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/photo_gallery.php
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Raja Rammohun Roy Mahavidyalaya has taken some significant steps towards supporting the gender equity & sensitivity on its campus. The measures initiated by the Institution are

1. **The female students are made aware of different safety as well as self defence mechanisms by means of conducting a Karate Self defence course. Master trainer of the local Karate Association (Birlok Martial Art Academy) is invited for demonstrating some basic tips of self defence.**
2. **Gender equity and gender sensitization issues are well addressed in the different courses taught by subjects like Bengali, English, Economics, Philosophy, History and Political Science within the curricular framework.**
3. **Apart from promoting gender equity, Raja Rammohun RoyMahavidyalaya has also established a Women cell that works to create a safe & inclusive environment for all students, irrespective of their gender. The cell is responsible for organizing events & campaigns to promote gender equity & raise awareness about gender based issues. Moreover the women's cell addresses the concern & grievances of female students & staff.**
4. **RajaRammohun Roy Mahavidyalaya has also made significant strides in providing better facilities for women on its campus. for example, the college has installed sanitary napkin vending machines & incinerators.**

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management :

The solid waste generated is dumped in the vat. The college sweeper, workers from the block office collect the solid waste.

The dry/wet degradable waste material is converted into compost which is used for gardening.

Liquid Waste Management :

Effluents from washrooms and toilets are directed to soak chambers and eventually to the drainage system.

Liquid waste products of Bioscience laboratories and Chemistry are allowed to get disposed in a separate soak chamber.

Rain water drainage system is also there to prevent water logging.

Biomedical Waste Management :

As the syllabus does not involve activities that produce biomedical waste therefore there is no need of biomedical waste management system

E-Waste Management :

E-waste in the Mahavidyalaya includes electrical and electronic parts such as burned electrical bulbs, wires and computer peripherals. The generated E-waste is stored in a designated E-waste storage room,

Waste recycling System :

Solid waste and debris generated from building construction are used for basement work of on-campus road construction.

Hazardous chemicals and radioactive waste management :

As because the amount of hazardous waste is nil, the Mahavidyalaya had not developed any facility to transport it in proper place.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities   E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment   C. Any 2 of the above

with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Mahavidyalaya is putting it's all out effort to provide quality education, supporting the students coming from the underprivileged background and setting communal harmony for one and all. The Mahavidyalaya is very much proactive in taking initiatives to observe National days like Republic Day, Independence Day or celebration of days of eminent personalities or any other such activities for inculcating tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities in the Mahavidyalaya. In our Mahavidyalaya one of the great examples of cohesion of diverse group of students is our well established National Cadet Corps (NCC) and NSS (National Service Scheme) where the students irrespective of all communities, linguistic and regional categories register and contribute in National activities. Our Mahavidyalaya strictly adheres to the government rules and regulations in facilitating the financial help in respect of different scholarships for different communities, and castes.

Moreover during the festivals like 'Saraswati Puja', 'Muharram', 'Eid-ul-Fitr', 'Durga Puja' the students, faculty members and staffs of all communities exchange good wishes and thus showing communal harmony within the college campus.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

In our Mahavidyalaya celebration of Republic Day, Independence Day, Constitutional Day and observation of many other National days encourages our students and employees to the constitutional obligations: values, rights, duties and responsibilities of the citizens. During observation of each of the National Days National Anthem is sung by maintaining a proper protocol which instills in us a sense of pride and sense of unity in diversity for our country. The Mahavidyalaya observes its foundation day by conducting the Raja Rammohun Roy Memorial Lecture every year which motivates our employees and the students to follow the constitutional obligations. Our NSS volunteers of different units perform different activities in their adopted villages through cleaning the surrounding environment, AIDS awareness programme under Red Ribbon Club activities, awareness against the misuse of water etc. Our NCC cadets are given proper training for showing proper guard of honour while welcoming any eminent personality during entry at the college campus. During the observation of National Days Our NCC cadets and our NSS volunteers along with other students of the college show their unified activities in the presence of the Principal, Faculty Members and office support staffs of the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.rrrmahavidyalaya.edu.in/photo_gallery.php
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Raja Rammohun Roy Mahavidyalaya as a part of the education policy, places a high value on commemorating national holidays and paying tribute to national heroes and personalities who help us shape our lives and society..

Raja Rammohun Roy Mahavidyalaya celebrates the following days with the active participation of the Students, Faculty Members and the office supporting staffs.

Birthday of Netaji Subhas Chandra Bose Republic Day

International Mother Language Day International Yoga Day Vanmahotsab

Independence Day Teachers Day Constitution Day

The importance of observing these National days and events are

To pay homage and honour the person/events.

To encourage the students to observe these significant National Days so that they may be motivated to uprightly hold the sense of Nationalism and patriotism among them. To show case the global, regional and local values.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice: 1

Title: BIOTALK: a virtual lecture series organized by Department of Botany

Goal: i) To enrich the participants with knowledge and enthusiasm.

Ii) To enlighten ourstudents witheminent speakers around the world in the digital platform.

Practice: BIOTALK is an online lecture series conducted by dept of Botany in which each month from January to December 2024 a special lecture session is delivered by eminent speakers around the world in the digital platform.

Evidence of Success: Itencourages our students and enriches them with knowledge and enthusiasm.

Best Practice: 2

Title: Implementing Add-on courses

Goal: To enhance the skill-based knowledge among the students

beyond their scheduled curriculum and to make them marketable according to their individual competence.

Context: It is envisaged that professionally qualified graduates with a sound knowledge of their core disciplines and expertise in a concerned skill will have more openings in service, industry and self-employment sectors.

Practice: In our college, fifteen departments out of seventeen have already started respective add-on courses to developgraded skills and personalities beyond the regular curriculum of the college.

Evidence of Success:Students are getting interested with these courses which is evident in their rapid responses.

File Description	Documents
Best practices in the Institutional website	https://www.rrrmahavidyalaya.edu.in/best_practice.php
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Social Responsibility:

In keeping parity with the mission of the college the college administration ensures that all the stakeholders are provided with a level playing field with special emphasis is given to the underprivileged students.

In our college majority of the students are merely first generation learners who have little scope for running and maintenance of their study, as a matter of fact the college provides regular fees concession and helping them to get different scholarships of the Government, which allows them to continue their education.

Ours is an institution where more than 65% of the female students are enrolled for taking the higher education which is in consensus of the policy of women empowerment of the

Government.

Our college is a student-friendly college and caters for the women's safety and gender equity.

The institution has zero tolerance for ragging and both the administration and the Students' ensure that the campus is free from any unfair practices.

As a part of social responsibility the college has its own Raja Rammohun Roy Memorial Committee which organizes Raja Rammohun Roy Memorial Lecture and eminent persons are invited to the college to motivate the young minds.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The curriculum in our College address the needs of the society by offering a) need-based, b) skill-based and c) innovative programmes to foster the quest for higher studies with social commitments. Regular curriculum revisions by involving industrialists, entrepreneurs, alumni and prominent members of civic society help address the developmental needs of the community at the local, regional, national and international levels.

Programme Specific Outcomes (PSOs) are spelt out in the Prospectus and on the college-website. Course Outcomes (Cos) are also distributed to the students.

The organization is dedicated to a network of devoted committees that are guided by teacher coordinators and conveners. These committees organize programs that support curriculum enrichment.

For the current academic year, the college is offering CBCS and NEP. Numerous committees are working to facilitate the implementation of the NEP. To make sure that committees and departments operate effectively, the officiating principal interacts with conveners/committees, administration, and other departments.

The college conducts orientation programs for students to guide them about the NEP course, available Library and Computer lab resources and instruct them about the mechanism of different programs.

Librarians of our Institution extended their services to the students and teachers through E-resources/Ebooks apart from issuing books as per normal routine. Our institution had taken initiative for the newly admitted students to make them familiar with the college campus life.

File Description	Documents
Upload relevant supporting document	[View File]
Link for Additional information	https://www.rrrmahavidyalaya.edu.in/uploads/RRRM%20Academic%20Calendar_2023-24.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Institution implements the curriculum set by its mother university, the University of Burdwan in all its UG Courses. Thus we are bound to follow the Evaluation Process of The University of Burdwan. Our Institution conducts one Internal Assessment (I.A.) per semester. I.A. can be taken as Written Test, Home Assignment, Seminar, Laboratory Demonstration etc. College Examination Sub-Committee holds regular meeting to conduct the I.A. examination and takes a resolution to prepare the suitable time table for the I.A. examinations. Students are informed regarding the schedule and mode of examination through official notification and Whatsapp messages.

The Academic Calendar is created by our Institution before the start of each academic session. The academic calendar includes tentative dates for internal exams as well as other events like sports tournaments cultural contests, and commemorations of important national holidays. The academic calendar also includes the probable dates for the final university exams for the semester. The academic calendar is displayed on college website for easy access to all the stakeholders of the college.

File Description	Documents
Upload relevant supporting document	[View File]
Link for Additional information	https://www.rrrmahavidyalaya.edu.in/uploads/RRRM%20Academic%20Calendar_2023-24.pdf

1.1.3 - Teachers of the Institution participate in following activities related	**B. Any 3 of the above**

to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

19

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

15

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

441

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution prescribes the syllabus issued by the University of Burdwan. The curriculum adopt an inclusive approach in which various courses provided by several departments address topics of Professional Ethics, Gender, Human Values, Environment, and Sustainability.

The fundamental understanding of the social science subjects—particularly Economics, Geography, and History—comes from an awareness of gender and environment. There are numerous portions of the syllabi for both the social science and language courses that emphasize human values and their proactive role in contributing to the development of civilization.

The issues of gender and human values are reflected through the syllabus components of English Honours. The issue of gender has been reflected through literary works e.g. novel, short stories, poems and such others.

While teaching students about the fundamentals of our natural existence, chemistry and physics make references to the

environment and human values.

The Botany and Zoology courses give students the knowledge necessary to comprehend the intricacies of the environment and the necessity of sustainable development. These topics include the study of ecology and biology.

Students studying accounting are implicitly taught professional ethics through their curriculum. Additionally, all students are required to participate in Environmental Studies, a program that emphasizes sustainability and the environment.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

16

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

79

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	*View File*

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**E. None of the above**

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	*View File*
URL for feedback report	*https://www.rrrmahavidyalaya.edu.in/uploads/1.4.2%20Students%20feedback%202023-24.pdf*

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1281

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

556

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Being an affiliated college of The University of Burdwan during the academic year of 2023-2024 the students are admitted in various Major courses in the Mahavidyalaya by following the rules and regulations of The University of Burdwan, and the Department of Higher Education of Govt. of West Bengal. Our institution is veryinsightful about the fact that all students do not have the same level of academic competence or aptitude. In our Mahavidyalaya students mostly are first generation learners and come from the rural background, having obvious differences in their learning levels and communicative skills. Our Mahavidyalaya generally take up the following measures to identify the advanced and slow learners.

Arrangement for Slow Learners:

- **Our Faculty members assistthe slow learners through proper motivational counselling at personal level.**
- **To increase the learning ability of the slow learners they had been paired up with some good performers.**
- **Regular Class Tests on pre informed topics and subsequent discussions on the results.**
- **Faculty members help the slow learners by means of the support of extra classes outside the normal routine.**

Arrangement for Advanced Learners:

- **Our faculty members encourage the advanced learners by promoting them to participate in students' seminars, assignments and peer group discussions.**
- **Advanced learners are encouraged to make poster and PPT presentations.**
- **The advanced learners are motivated and guided to follow more advanced books and articles for wider knowledge.**

File Description	Documents
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/intake_capacity.php
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1281	**71**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Being an affiliated college of The University of Burdwan, we had followed its approved curriculum. For the holistic

upliftment of the students Raja Rammohun Roy Mahavidyalaya has tried to promote experiential learning, participative learning and problem-solving methodologies amongst students. As far as possible by following the curriculum of The University of Burdwan our students are provided with both the conventional and modern sophisticated methods to implement the above mentioned approaches.

Experiential and Participative Learning :

- In the subjects of Science and some of the Humanities departments' excursions and field trips were undertaken.
- Facultymembers of the academic departments as a mentor take their students to the library to help them choose their books and advise them to read the relevant portions of reference books.
- Career counselling sessions for the students were undertaken by the college.
- Wall Magazines are published by various Departments.

- The departments organize student centric seminars to update them and induce the capability of critical thinking in them.
- The collaboration of the faculty members and the students help the latter to solve complex problems through proper analysis.
- Organizing Special & Distinguished Lectures.

Problem solving methodologies:

- Practical classes (laboratory) are made compulsory in the curriculum in several subjects.
- To make the students understand the theoretical concepts in the subjects like Physics and Computer Science students are motivated to use simulation and mathematical tools.
- Assignments are given to the students and it has been evaluated by the faculty members of different academic departments.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	https://drive.google.com/drive/folders/10IY7Fye5e9Mx8y-MkGH3WblWxopRCwyW?usp=sharing

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

For a rural college like us the conventional teaching methods are well complemented by the ICT-enabled tools. The faculty members of our Mahavidyalaya along with the conventional teaching learning process uses the ICT enabled tools to make the learning process for the students more interesting and fruitful. The ICT enabled facilities include the followings:

- The college has ICT enabled classrooms having laptops and projectors.
- The Mahavidyalaya is Wi-fi enabled which helps the faculty members and students to stay connected to the internet so that the updated information may be gained.
- The Mahavidyalaya uses the ICT-enabled tool for the delivery of the course content including power-point presentation, you-tube presentation.
- The Mahavidyalaya has an INFLIBNET subscription.
- Library uses the KOHA Library-Management software for books' circulation management & N-LIST for E-Resources)
- Online Public Access Catalogue (OPAC) is maintained and can be accessed.
- Adequate numbers of Desktops & Printers for the departments and the offices are there.
- Use of Social Media Platforms like What's App Groups by the different departments for the sharing of information and study materials.
- College website provides access to reputed Online Open-source E-Learning Resources like National Digital Library and others.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

71

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

73

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

29

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

766

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Being an affiliated college under The University of Burdwan, we have to abide by the endsemester assessment pattern as laid out by The University of Burdwan.

- **The Mahavidyalaya has the Centre Committee and the Academic Affairs Committee for jointly and systematically conducting the internal examination & University examination.**
- **Internal assessment related circulars are circulated among the faculty members, students and the administrative staff and also being displayed on the college website for the students as well as for the staff.**
- **Methods of evaluation are decided in departmental meetings based on feedback taken from students.**
- **One internal examination is held per semester.**

- **As a part of the self-evaluation for the students the college shows the internal examination answer book after the evaluation.**
- **Oral question answer sessions and class tests are also conducted as part of the internal assessment process.**
- **The attendance record is also taken into consideration as a part of the Internal assessment.**
- **Records related to the attendance and evaluated answer books are maintained by the individual departments.**
- **The summary of the mark sheets is properly maintained by the academic committee.**

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://drive.google.com/drive/folders/10IY7Fye5e9Mx8y-MkGH3WblWxopRCwyW?usp=sharing

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

In connection with the Internal examination related grievances the Mahavidyalaya has developed a mechanism to deal with it. For maintaining complete transparency in the internal assessment rules and the regulation of the affiliating University is completely followed. If there is any kind of grievances of the students at all regarding the assessment of the internal examination the students are required to inform the principal, in writing, within specific dates. Based on the kind of grievances the Principal calls for the emergency meeting of the Grievance Redressal cell to redress it. The concerned faculty members of the respective department and others required for the redressal purpose are also invited in the meeting. Every point is carefully discussed and placed so that the academic career of the students may not get disturbed. Regarding end semester examination the students can apply for review of their answer sheet after depositing the stipulated fees of the University. There is no provision of review of the answer sheet of practical examination. Students can get their review results from the college. The above mentioned mechanisms are well informed among the students.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://drive.google.com/drive/folders/ 10IY7Fye5e9Mx8y- MkGH3WblWxopRCwyW?usp=sharing

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

- **Being an affiliated college of The University of Burdwan, the college follows its syllabus. The Course Outcome (CO), Programme Outcome (PO) and Programme Specific Outcomes (PSOS) are provided in the syllabus of the affiliating University. However, the different academic departments of our Mahavidyalaya have made the CO, PO and PSOS more easily understandable for the students.**
- **The Course Outcome (CO), Programme Outcome (PO) and Programme Specific Outcomes (PSOS) for all the academic programmes offered by our Mahavidyalaya are perfectly displayed on the college website and being communicated to the students by the faculty members of each academic departments at the beginning of the academic session.**
- **Faculty members are very much aware of the Course Outcome (CO), Programme Outcome (PO) and Programme Specific Outcomes (PSOS) as they themselves prepare the documents as per the syllabus of the affiliating University.**
- **The faculty members put their all out efforts to imbibe the knowledge and a sense of adaptability among the students as per the requirement of different subjects Course Outcome (CO), Programme Outcome (PO) and Programme Specific Outcomes (PSOS).**
- **The students are also motivated to share their thoughts and different ideas successfully with their respective subjects' faculty members. Students are encouraged to participate in various departmental, cultural and extension activities.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.rrrmahavidyalaya.edu.in/uploads/Course%20Outcome.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

As our Mahavidyalaya being affiliated to The University of Burdwan therefore for the academic programmes offered in our Mahavidyalaya, follows the well defined syllabus of the affiliating University.

- The first and foremost priority of our Mahavidyalaya for the attainment of the Programme outcomes and course outcomes is to ensure the completion of the syllabus of the respective academic programmes. The total process is being executed jointly by the IQAC, Academic committee & the academic departments.
- The attainment of course outcome of the students is measured by the end semester examination results of the affiliating University. It is also assessed by the formative assessment like Viva Voce, Student Seminar, practical experiment, field study and projects.
- The attainment of Programme Specific Outcomes (PSOS) of the students is measured by their progression to Higher Education.
- The placement of our students in different organizations also helps us to analyze the attainment of Programme outcomes.
- The analysis of the students' feedback report serves as the most valuable information regarding the relevance of the Programme outcome (PO) and the Course Outcome (CO).

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.rrrmahavidyalaya.edu.in/course_offered.php

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

522

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://drive.google.com/drive/folders/1pYQOPHQnghOJcKNVlqOnz8gt-5ZcBHSb

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.rrrmahavidyalaya.edu.in/uploads/1.4.2%20Students%20feedback%202023-24.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	[View File](#)

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

For enhancing learning experiences the faculty members adopt many ways, for example lecture method, interactive method, project and field work method, computer assisted method, experiment method etc. Teaching and learning activities are made effective by these practices. Many teachers use the conventional black board presentation methods. Several teachers use power point presentations and computer based materials.

Project methods: The project work stimulate students interest on the subject and provide student an opportunities of freedom of thoughts and free exchange of different views. Field Study: Field Study is a general method for collecting data about users, user needs, and product requirements that involves observation and interviewing. Our zoology department visited apiculture firm along with faculties and students. Students learnt from this firm persons how to made beehive maintaining proper ambient conditions. Students learn the mating principles of honey bees. After collecting honey from beehive they were transported for the commercial purposes. Observation may be either direct, where the investigator is actually present during the task, or indirect, where the task is viewed by some other means like a video recorder set up in an office.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and

papers in national/ international conference proceedings year wise during year

3

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The three NSS Units of Raja Rammohun Roy Mahavidyalaya in coordination with the National Cadet Corps (NCC) of our Mahavidyalaya had organized a colourful Independence Day Programme in the college campus along with a plantation programme in the surrounding rural areas of the college under the aegis of 'Meri Maati Mera Desh' a nationwide campaign, 'Azadi ka Amrut Mahotsav', 'G20' and 'Shikshit Bharat' on the occasion of 77th Independence day on 15th of August, 2023. The college building was properly illuminated as a part of the celebration

The celebration started with the hoisting of the Tricolour, our National flag by the Honourable President of the Governing Body, along with the Principal of the college. It was accompanied by singing of National Anthem by the students NCC cadets and the volunteers of the three units of the NSS. Moreover as per the guidelines of the programme the NSS units has to create "Amrut Vatika" with the plantation of 75 saplings inside the college campus and in the surrounding rural areas. The Programme of creation of "Amrut Vatika" was commenced by the plantation of saplings.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

680

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

Raja Rammohun Roy Mahavidyalaya has well-developed infrastructure to support both undergraduate and postgraduate programs. At present, the college offers only one postgraduate course in Bengali.

The Main Building serves as a combined space for administrative offices and academic classrooms. It consists of 40 classrooms, including one that is equipped as a smart classroom. Another structure, known as the Shanti Mohan Roy Memorial Hall, houses the departments of Zoology, Botany, Computer Science, and Mathematics. Departments have access to white screens, projectors, and boards as needed.

For residential facilities, the college provides separate hostels for male and female students. Additionally, a three-story Teachers' Quarter is maintained in good condition. The library is well-stocked, and dedicated common rooms for boys and girls offer recreational opportunities. A gymnasium, under the supervision of the Department of Physical Education, is available for students to engage in physical exercise.

The college ensures a clean and healthy environment by maintaining hygienic restrooms and providing safe drinking water. Moreover, a WiFi hotspot is accessible within the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/photo_gallery.php

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has its own well-maintained playground, located within the main campus. The Department of Physical Education provides necessary sports equipment for both indoor and outdoor games. This department is responsible for the regular upkeep and supervision of sports and recreational facilities. Additionally, the college gymnasium operates under the direct management of the Physical Education Department, where students have access to essential fitness equipment for basic physical training. Common rooms for both boys and girls are also equipped with indoor games to enhance recreational activities.

Cultural programs are an integral part of student life and are organized on special occasions such as the Freshers' Welcome, Annual Social Program, and Teachers' Day celebrations. Students actively participate in various cultural activities, often under the guidance of the NCC and NSS, during events like Republic Day, Saraswati Puja, Rabindra Jayanti, International Yoga Day, Independence Day, and several others.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/photo_gallery.php

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

16

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/album_details.php?albId=4
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

16.33811

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Raja Rammohun Roy library has a vast collection of nearly 35000 books. In order to modernize the library with the help of modern technology and software, KOHA integrated library management software has been installed and initiation has been taken for biographic data entry.OPAC (Online public access catalogue) service is also provided where the users can search the collection of books by title, author, publisher etc.

After receiving a new book in the library, it is accessed in the register and the bibliography data of this book is added in the KOHA software using a cataloguing model. All patron

databases are entered just after registration of the first year students. The college library catalogue is available online on a 24 × 7 basis.

The library has also a well decorated reading space for students with a free Wi-Fi facility. A separate library webpage is created on the college website to update the happening and new activities of the library regularly.The library has an active membership of INFLIBNET, N-LIST consortia and provides 6000+ journals and 799500+ e-books for members.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	https://rrrm-opac.kohacloud.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**C. Any 2 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

9.85

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Raja Rammohun Roy Mahavidyalaya has two separate broadband connection; BSNL & Alliance Broadband Services distributed centrally to the entire campus at more than 100 MBPS with the scheme of monthly unlimited data. The students can also access Wi-Fi facility in the college campus. All the academic departments are equipped with computer, printer and broadband internet connection. The regular maintenance and up-gradation of computers and allied accessories is done by the local vendor as and when required. Some of the departments have LCD projectors. The M has its own information and communication committee, which guides us to upgrade different software as well as the antivirus from time to time. Under the purview of Information and communication committee the website of the college is updated to present online access of notices regarding admission form fill up, scholarship, exam related matters, and feedback collection etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/album_details.php?albId=4

4.3.2 - Number of Computers

36

File Description	Documents
Upload any additional information	View File
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

38.84107

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Mahavidyalaya has well-defined policies in place for the upkeep of its facilities, including laboratories, the library, sports complex, computer labs, and classrooms. These policies cover both preventive and corrective maintenance to ensure smooth functioning. When academic resources are required, different committees submit proposals to the Principal with proper justification. These requests are then forwarded to the Governing Body for approval. Once approved, the proposals are sent to the Purchase Sub-Committee, which oversees procurement in accordance with the tender regulations set by the Government of West Bengal.

The college also has an Infrastructure and Development Sub-Committee responsible for proposing new physical facilities, renovating existing structures, and maintaining the overall infrastructure.

Regarding the library, librarians manage the acquisition of books, renew online resources, and ensure proper maintenance of the space. The library operates within fixed hours and follows well-defined borrowing policies. As part of routine upkeep, pest control measures are conducted annually.

In the area of sports, the Physical Education Department supervises all sports equipment and facilities. The college also has its own gymnasium, which is managed by the same department to ensure proper use and maintenance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/photo_gallery.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2491

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

695

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

143

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

143

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<u>View File</u>
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	<u>View File</u>

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	<u>View File</u>

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

9

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Following the statute of the University of Burdwan, the Students' Union is formed every year by the elected representatives from all the different classes. It has traditionally played a very constructive role in the welfare of the students.It safeguards the interest of both the students and the institution. The Students' Union of Raja Rmamohun Roy Mahavidyalaya always joins hands with faculty members and college administration to ensure the overall development of the college. Participation of students in the students' Union helps them develop organizational skills. But as per the government order no. 1116(19) Edn (u) 1u-111/14 dated November 26, 2015, the election to the students union has been kept in abeyance. Therefore, in this academic year i.e. 2023-2024 student union has not been formed.

However, selected students from various departments had organized the banners of the NSS/NCC/Physical Education/Cultural Sub-Committee to assist the authority in organizing various programmes such as Netaji's Birthday, Republic Day, Teachers' Day, Independence Day, Saraswati Puja, Annual Sports, Annual Cultural Programme, fresher's welcome etc. Also, Students' Week is celebrated in our college from 2nd January to 8th January every year with active participation of students from various departments as instructed by the Department of Higher Education, Government of West Bengal.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

2

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has a registered Alumni Association (Registration No. is 0039426 of 2023-2024 dated 10/11/2023), whose name is "RAJA RAMMOHAN ROY MAHAVIDYALAYA ALUMNI ASSOCIATION."The main objective of the association is to build up a strong bond between alumni, faculty members and students of the college. It acts as a bridge between the present and former students of the college. This academic year, within the limited resources, the association organized a blood donation camp. As well as, alumni hold meetings at various times, which help us maintain established alumni connections with the present students. Apart from this for academic development, some departments arrange motivational speeches by their alumni who are established in various fields of society.

File Description	Documents
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/alumni.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission of Ourcollege,mentioned in website focuseson contemporary priorities like innovation, inclusivity, and sustainability.

Vision Statement: To be a globally recognised institution of higher learning that fosters academic excellence, innovation, and leadership, empowering students to become socially responsible, well-rounded individuals who contribute positively to society and adapt to the challenges of the 21st century. To prepare the students to thrive in a highly competitive, globalised, and technological society. Being a college in a remote area, increasing the resources for the existing academic programmes is one of our prime focuses.

Mission Statement: Our mission is to provide a transformative education that nurtures critical thinking, creativity, and lifelong learning. Being a college located in Radhanagar of Hooghly District, a remote area of West Bengal, and named after the son of the soil who is also the father of Modern India's Renaissance and an educational reformer, Raja Rammohun Roy, we wholeheartedly strive to make Education accessible for all irrespective of caste, creed, religion, gender and economic status and also to make the quality education inclusive.

These statementsreflect ourpriorities addressing both academic goals and the broader social role colleges play in shaping future leaders and global citizens.

File Description	Documents
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/mission_vision.php
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

In our College administration, decentralization remains a part and parcel of institutional practice. It is evident astwo teachers and one representative of the nonteaching staff of the college are members of the Governing Body and are involved in every decision of the body. IQAC is constituted as per NAAC guidelines, which includes teaching, non-teaching and external members appointed by the Principal on approval of the Governing body. The bursar supervises the college financial matters, audit and utilization and disbursements of funds in the college. Senior most full-time faculty of each department are responsible for ensuring the smooth running of the departmental academic works in collaboration with the academic committee. All departmental faculties help to run the department smoothly. The Nodal Officer is responsible for collaborating with government agencies and civil authorities on behalf of the college. He/she acts as a Public relations Officer of the college.

All major decisions regarding development, infrastructure, financial management, academic affairs, admission, governance and administration are taken by the Governing Body in line with recommendations and suggestions of IQAC and various statutory and non-statutory sub-committees of the college.

File Description	Documents
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/administrative_committees.php
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our college had prepared the strategic planaligning with the rules and regulations of the affiliating University i.e. The University of Burdwan, the state Government & the UGC, Keeping in view of the implementation of NEP 2020. For 2023-24 the strategic plans as laid out by IQAC are

- To increase teaching excellence in departments with optimal use of resources.
- To procure more laboratory equipment as per the newly introduced syllabus.
- To make the students more equipped with practical training and hands-on experience for the undergraduate level.
- To increase the percentage of students progressing to higher studies and jobs.
- To improve the teaching-learning methods based on feedback collected from stakeholders.
- To encourage research activities of the faculties. To construct/extend the building for classrooms and laboratories.
- To ensure Infrastructural growth in terms of classrooms, Laboratories, Books, Computers and instruments and use of ICT.
- To utilize alternating sources of energy, improve waste management practices and make a green college campus.
- To build more ICT-enabled smart classrooms.
- To execute MOUs/Linkages for faculty exchange for optimal utilisation of available resource persons in the college and neighbouring institutions and to improve the quality of teaching-learning

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/uploads/6.2.1%20Institutional%20Development%20Plan.pdf.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Mahavidyalayas'organogram in the website outlines its decentralized administrative structure, which is the result of collaboration between every stakeholder involved in achieving a shared goal.

GOVERNING BODY

The Governing Body being the highest body prepares different policies of the college. It has ten members including the President of the College nominated by the Government of West Bengal, the Secretary, the Principal being an ex-officio member, one nominee of West Bengal state council of Higher education, two nominees of affiliating University, three Teacher representatives, one Non-Teaching Staff Representative and one elected student member (right now not available).

ADMINISTRATIVE SET UP

The Principal is the Secretary (Ex-officio) and forms the nucleus of the administration. The Principal along with the IQAC Coordinator, Coordinators of PG and UG, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Conveners of various Committees coordinates and mobilizes the entire work process of the college.

THE FUNCTIONS OF VARIOUS BODIES

Different Committees are set up with teacher Conveners as head who are responsible to carry out the functions of their respective committees.

SERVICERULES, PROCEDURES, RECRUITMENT AND PROMOTION POLICIES

The Governing body appoints teaching and non-teaching staff as per the recommendation of the West Bengal College Service Commission. Service Rules and procedures are guided by the The University of Burdwan and the rules of the state government. The promotional policies for teachers are according to the Department of Higher Education, West Bengal as per UGC norms

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://www.rrrmahavidyalaya.edu.in/organogram.php
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution maintains a sound social atmosphere where teaching and non-teaching staff can persist in sound mental health thereby indirectly stepping towards developing an invisible welfare measure. The College undertakes various welfare activities like :

1. **General Provident Fund (GPF) with nomination and loan facilities West Bengal Health Scheme (WBHS) for all medical benefits Gratuity and Pension Scheme of Government of West Bengal after retirement**
2. **Child Care Leave and maternity leave for female teachers and non-teaching staff Residential Quarter facility in the college campus Paternity leave for male teachers Faculty Members are provided duty-on-leave to**

   participate in orientation programmes, refresher
   courses, short term courses, seminars, workshops and
   other professional development programmes.
3. Teaching and Non-Teaching Staff organizes tour, and
   sports activities for the staff. Health awareness
   programmes The College arranges free medical check-up
   facility fortnightly for all staff. Puja Advances:
4. The institution keeps a track record for providing Puja
   Advances to its non-teaching staffs to a maximum
   celling of Rs. 20,000/- which are refunded by the
   employees in ten equal instalments in the forthcoming
   months of the year and without any interest charged
   thereon. This welfare practice assists the employees to
   address their greater needs during the periods of
   urgent need.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

21

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Performance Appraisal System for teaching and non-

teaching staff is followed as per the Government Guidelines. In pursuance to G.O. No. 920-Edn (CS)/5P-52/98 dated 31.12.12, Memo No. ED-103/2013 dated 18.02.2013, Memo No. Ed-293/2013, 07.05.2013, and No. 361-Edn (CS)/5P-56/2017 dated 10.04.2017 and 1373-Edn (CS)/5P-52/98 dated 07.12.17 of the Government of West Bengal, the IQAC of the institution invites applications from the faculty members in the prescribed proforma, which are verified and checked by the IQAC and the Head of the Institution and then forwarded to the Screening/Selection Committee comprising of the Government Nominee and the Subject Expert(s) from the affiliating University. The Performance Appraisal System of nonteaching staff is followed as per the West Bengal Service Rules.

For non-teaching staff, UGC regulated career advancement scheme is not applicable. They are subject to promotion in their respective fields after a period of service not less than 10 and 20 years.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The account section of the college updates all the financial books after completion of each financial year. The information is intimated to the Higher Education department which engages a statutory auditor who audits and places the report after completion of auditing work. The completion of the audit solely depends on the engagement of the auditor which is not under the control of the college. At present, the financial accounts are finalized and completed up to 2023-24 and also been audited.

Regarding the Internal Audit System the Mahavidyalaya has a transparent and systematic financial management system. The institution routinely conducts internal audits for every financial year by competent chartered accountants with the

help of qualified and experienced teachers from Dept. of Commerce, Bursar and the Principal. The GB-Finance which monitors the appropriate use of available funds of the college and the decision for the use of the fund to be approved by the Governing Body.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Department of Higher Education of the Government of West Bengal is the main funding authority of the college. Funds also incurred from student admission of which half of the tuition fees have to be deposited to the Government through treasury. The rest of the amount is utilized to meet the academic and administrative requirements.

For efficient and optimum utilization of resources available, HODs are asked to provide their requirements at the beginning of the session to ensure maintenance and up gradation of laboratories, library, computing facilities, classrooms,

equipment's and facilities. Subsequently, the Central
Purchase Committee and Infrastructure Development Committee
performs all processes such as inviting tender/quotations,
preparing comparative statement and selection of vendors
strictly following the Government Guidelines in all
purchases. The Governing Body Finance and the Governing Body
monitors effective and efficient use of the available
financial resources. The Bursar of the college looks after
the day to day transactions and implements the decisions
taken by the Finance Committee and the Governing Body. The
Annual Budget of the college is prepared by the Bursar and is
duly considered by the Finance Committee and the later
referred to the Governing Body for final approval.

File Description	Documents
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/photo_gallery.php
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The role of IQAC is very important in the college's academic
and administrative development.

Introduction of subject orientation program for fresher's who
did not study the subjects and the new comers who are
completely unaware of the NEP system education syllabus which
introduced 2023-24 academic years.

For the purpose of developing additional skills of the
students and equipping them for facing the emerging challenge
in the job market, various departments of our institution
have been introduced Add-On certificate courses during this
year with great encouragement and support from the IQAC. 2
.During the academic year 2023-24, our Management has signed
MOUs with a Mahavidyalaya and one other organization, with
active support and necessary guidance from the IQAC. 3. The
Academic Calendar for the session 2023-24 has been prepared
jointly by the IQAC and the Academic Committee, maintaining
strictly, the University guidelines in this regard and the
same has been circulated to the students, well in advance,

through notices and our college website. 4.Feedback from the students and all other stakeholders of the college has been collected and analyzedby the IQAC. Necessary measures have been taken by our Management on the recommendation of the IQAC.

File Description	Documents
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/academic_calendar.php
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC supervises the teaching-learning process by evaluating the suggestions of the teachers, staff and students of the college after regular intervals. Academic Sub-Committee and Examination Sub-Committee conducts meeting to take decisions on College Master Routine, Academic Calendar and Internal Assessment schedule. Class records are submitted by the teachers for evaluation of individual teacher performance. Methodologies of internal examination are discussed in the Meetings of Examination Sub Committee before being implemented as per instructions of the affiliating University.

File Description	Documents
Paste link for additional information	https://www.rrrmahavidyalaya.edu.in/photo_gallery.php
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or	**C. Any 2 of the above**

international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Raja Rammohun Roy Mahavidyalaya has taken some significant steps towards supporting the gender equity & sensitivity on its campus. The measures initiated by the Institution are

1. The female students are made aware of different safety as well as self defence mechanisms by means of conducting a Karate Self defence course. Master trainer of the local Karate Association (Birlok Martial Art Academy) is invited for demonstrating some basic tips of self defence.
2. Gender equity and gender sensitization issues are well addressed in the different courses taught by subjects like Bengali, English, Economics, Philosophy, History and Political Science within the curricular framework.
3. Apart from promoting gender equity, Raja Rammohun RoyMahavidyalaya has also established a Women cell that works to create a safe & inclusive environment for all students, irrespective of their gender. The cell is responsible for organizing events & campaigns to promote gender equity & raise awareness about gender based issues. Moreover the women's cell addresses the concern & grievances of female students & staff.
4. RajaRammohun Roy Mahavidyalaya has also made

significant strides in providing better facilities for women on its campus. for example, the college has installed sanitary napkin vending machines & incinerators.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management :

The solid waste generated is dumped in the vat. The college sweeper, workers from the block office collect the solid waste.

The dry/wet degradable waste material is converted into compost which is used for gardening.

Liquid Waste Management :

Effluents from washrooms and toilets are directed to soak chambers and eventually to the drainage system.

Liquid waste products of Bioscience laboratories and Chemistry are allowed to get disposed in a separate soak chamber.

Rain water drainage system is also there to prevent water logging.

Biomedical Waste Management :

As the syllabus does not involve activities that produce biomedical waste therefore there is no need of biomedical waste management system

E-Waste Management :

E-waste in the Mahavidyalaya includes electrical and electronic parts such as burned electrical bulbs, wires and computer peripherals. The generated E-waste is stored in a designated E-waste storage room,

Waste recycling System :

Solid waste and debris generated from building construction are used for basement work of on-campus road construction.

Hazardous chemicals and radioactive waste management :

As because the amount of hazardous waste is nil, the Mahavidyalaya had not developed any facility to transport it in proper place.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge	A. Any 4 or all of the above

Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Mahavidyalaya is putting it's all out effort to provide

quality education, supporting the students coming from the underprivileged background and setting communal harmony for one and all. The Mahavidyalaya is very much proactive in taking initiatives to observe National days like Republic Day, Independence Day or celebration of days of eminent personalities or any other such activities for inculcating tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities in the Mahavidyalaya. In our Mahavidyalaya one of the great examples of cohesion of diverse group of students is our well established National Cadet Corps (NCC) and NSS (National Service Scheme) where the students irrespective of all communities, linguistic and regional categories register and contribute in National activities. Our Mahavidyalaya strictly adheres to the government rules and regulations in facilitating the financial help in respect of different scholarships for different communities, and castes.

Moreover during the festivals like 'Saraswati Puja', 'Muharram', 'Eid-ul-Fitr', 'Durga Puja' the students, faculty members and staffs of all communities exchange good wishes and thus showing communal harmony within the college campus.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

In our Mahavidyalaya celebration of Republic Day, Independence Day, Constitutional Day and observation of many other National days encourages our students and employees to the constitutional obligations: values, rights, duties and responsibilities of the citizens. During observation of each of the National Days National Anthem is sung by maintaining a proper protocol which instills in us a sense of pride and sense of unity in diversity for our country. The Mahavidyalaya observes its foundation day by conducting the Raja Rammohun Roy Memorial Lecture every year which motivates our employees and the students to follow the constitutional

obligations. Our NSS volunteers of different units perform different activities in their adopted villages through cleaning the surrounding environment, AIDS awareness programme under Red Ribbon Club activities, awareness against the misuse of water etc. Our NCC cadets are given proper training for showing proper guard of honour while welcoming any eminent personality during entry at the college campus. During the observation of National Days Our NCC cadets and our NSS volunteers along with other students of the college show their unified activities in the presence of the Principal, Faculty Members and office support staffs of the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.rrrmahavidyalaya.edu.in/photo_gallery.php
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Raja Rammohun Roy Mahavidyalaya as a part of the education policy, places a high value on commemorating national holidays and paying tribute to national heroes and personalities who help us shape our lives and society..

Raja Rammohun Roy Mahavidyalaya celebrates the following days with the active participation of the Students, Faculty Members and the office supporting staffs.

Birthday of Netaji Subhas Chandra Bose Republic Day

International Mother Language Day International Yoga Day Vanmahotsab

Independence Day Teachers Day Constitution Day

The importance of observing these National days and events are

To pay homage and honour the person/events.

To encourage the students to observe these significant National Days so that they may be motivated to uprightly hold the sense of Nationalism and patriotism among them. To show case the global, regional and local values.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice: 1

Title: BIOTALK: a virtual lecture series organized by Department of Botany

Goal: i) To enrich the participants with knowledge and enthusiasm.

Ii) To enlighten ourstudents witheminent speakers around the world in the digital platform.

Practice: BIOTALK is an online lecture series conducted by dept of Botany in which each month from January to December 2024 a special lecture session is delivered by eminent speakers around the world in the digital platform.

Evidence of Success: Itencourages our students and enriches them with knowledge and enthusiasm.

Best Practice: 2

Title: Implementing Add-on courses

Goal: To enhance the skill-based knowledge among the students beyond their scheduled curriculum and to make them marketable according to their individual competence.

Context: It is envisaged that professionally qualified graduates with a sound knowledge of their core disciplines and expertise in a concerned skill will have more openings in

service, industry and self-employment sectors.

Practice: In our college, fifteen departments out of seventeen have already started respective add-on courses to developgraded skills and personalities beyond the regular curriculum of the college.

Evidence of Success:Students are getting interested with these courses which is evident in their rapid responses.

File Description	Documents
Best practices in the Institutional website	https://www.rrrmahavidyalaya.edu.in/best_practice.php
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Social Responsibility:

In keeping parity with the mission of the college the college administration ensures that all the stakeholders are provided with a level playing field with special emphasis is given to the underprivileged students.

In our college majority of the students are merely first generation learners who have little scope for running and maintenance of their study, as a matter of fact the college provides regular fees concession and helping them to get different scholarships of the Government, which allows them to continue their education.

Ours is an institution where more than 65% of the female students are enrolled for taking the higher education which is in consensus of the policy of women empowerment of the Government.

Our college is a student-friendly college and caters for the women's safety and gender equity.

The institution has zero tolerance for ragging and both the

administration and the Students' ensure that the campus is free from any unfair practices.

As a part of social responsibility the college has its own Raja Rammohun Roy Memorial Committee which organizes Raja Rammohun Roy Memorial Lecture and eminent persons are invited to the college to motivate the young minds.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of Action for the Next Academic Year:

- **To initiate Vocational courses like IT enabled Human Resource Management & many other professional vocational courses in consultation with the affiliating University i.e. The University of Burdwan.**
- **To initiate more faculty exchange programme by signing Memorandum of Understanding with the other educational institutes.**
- **As a part of maintaining the rich heritage of this rural area and the legacy of Raja Rammohun Roy we will put all out effort to establish a Raja Rammohun Roy Memorial Museum in the Mahavidyalaya premises.**
- **To publish the Raja Rammohun Roy Memorial Lecture Series Book.**
- **To promote the department to conduct more National & International Seminars.**
- **To perform more green activities in the Mahavidyalaya campus &in the surrounding community through the National Service Scheme (NSS) & National Cadet Corps (NCC).**
- **The Mahavidyalaya will put its every effort to complete and establish the new Central Computer Laboratory.**
- **To complete the construction work of the Indoor Sports Training Facilities Centre.**